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AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

PROCEDURE FOR OBTAINING MATERIALS AS GRANTS OF AID UNDER THE 1940
AGRICULTURAL CONSERVATION PROGRAM

The 1940 Agricultural Conservation Program Bulletin provides that, where practicable, the Agricultural Adjustment Administration will furnish superphosphate, ground limestone, seeds, trees, and other materials for carrying out approved soil-building practices under the 1940 Agricultural Conservation Program. Pursuant to this provision the Southern Division has made triple superphosphate available in all counties in the Region and lime available in all counties in the States of Alabama, Arkansas, Georgia, Mississippi, Oklahoma, and South Carolina. Should interest develop in any of the counties in the States of Florida, Louisiana, and Texas for receiving limestone as a grant of aid, upon being so advised, the Southern Division will attempt to establish a source of supply for such counties or States. The county office, acting through the county and community committeemen, should immediately acquaint all cooperating producers with this provision of the program and begin to take requests from farmers for these materials. The following procedure will be applicable in the handling of requests for phosphate and liming materials, as well as any other material made available as grants of aid.

SECTION I. COUNTY OFFICE PROCEDURE

A. General.

1. The County Office shall be responsible for the accurate determination of all information on each request for a grant of aid. Special care should be taken to determine:
 - (a) That the attention of the producer is called to the provisions of the 1940 Agricultural Conservation Program regarding the manner of using materials furnished as grants of aid, and that he clearly understands that he is eligible to receive such materials only if they are to be used in carrying out approved soil-building practices.
 - (b) In Area B that the deduction for the total quantity of all materials requested by all persons on the farm will not exceed the maximum payment which may be earned by carrying out soil-building practices on the farm, except that on farms which have no special allotment

the total may not exceed 90 percent of the maximum soil-building assistance. In Area A grants of aid may be furnished up to the sum of the maximum payment which may be earned by carrying out soil-building practices plus the payment computed in connection with general soil-depleting crops, but not in excess of 70 percent of the maximum total payment computed for the farm except where the maximum payment which may be earned by carrying out soil-building practices exceeds 70 percent of the maximum total payment computed for the farm.

- (c) Insofar as possible, that the farm is being operated so that the deduction for all materials furnished as grants of aid in 1940 will not exceed the total payments earned on the farm under the 1940 Agricultural Conservation Program.
- (d) That each producer on the farm is advised that if the payment to the producer filing the request for materials is not sufficient to cover the deduction required for all materials furnished him for the carrying out of soil-building practices on the farm, payments to other producers on the farm are subject to the remaining deduction.
- (e) That the attention of the producer receiving the material is called to the following agreement appearing on the front of Form No. ACP-64:
"Since the actual amount of damage to the Government which would be caused by any misuse of the material furnished as a grant of aid cannot be definitely ascertained, I agree, notwithstanding any other provision of this agreement, in liquidation of such damage to pay to the Secretary of Agriculture, by set-off or otherwise, a sum equal to twice the regular rate of deduction set forth above for so much of such material as the county and State committees find has not been used in substantial accord with the purposes for which such material may be furnished under the provisions of the current Agricultural Conservation Program."

2. The Treasurer of the County Agricultural Conservation Association shall be responsible for collecting the transportation and handling charges, if any, prior to delivery of the material.

B. Execution of Form No. ACP-64 (Revised March 9, 1939).

1. Prepare Form No. ACP-64 in triplicate. Under no circumstances may more than one kind of material be requested on the same Form No. ACP-64.
2. Heading.
 - (a) Enter in the space provided in the upper right corner the code numbers of the State and county and the serial number of the work sheet covering the farm with respect to which the material is requested.
 - (b) Enter "1940" in the space provided for "Program Year".
3. Part I.-Request for Material as Grant of Aid Under the Agricultural Conservation Program.
 - (a) Enter in the spaces provided the name and the tenure (landlord, share tenant, or sharecropper) of the producer applying for the material.
 - (b) Enter in the spaces provided below his name the mail address of the applicant, together with the name of the county.
 - (c) Enter in the space provided for a description of the material the name of the material requested.
 - (d) Enter in the space provided the quantity of the material requested.
 - (e) Enter in the space provided the applicable unit (pounds, tons, etc.).
 - (f) Enter in the space provided a description and the number of the soil-building practice in connection with which the material is to be used.
 - (g) Enter in the space provided the number of acres to be treated with or planted to the material requested.
 - (h) Enter in the space provided the rate (pounds, tons, etc.) per acre at which the material will be applied.
 - (i) Enter in the space provided the total amount of the material requested.

- (j) Enter in the spaces provided (1) the maximum payment which may be earned by carrying out soil-building practices on the farm (in Area A this figure will also include the amount computed with respect to general soil-depleting crops, provided that the total figure does not exceed 70 percent of the maximum total payment computed for the farm); (2) the estimated deduction for material(s) being requested (this will be based on the actual rate of deduction if already determined, or on the rate estimated by the Southern Division, Agricultural Adjustment Administration, if not already determined); (3) the deduction for materials previously furnished producers on the farm under the 1940 Agricultural Conservation Program; and (4) the total of previous and present requests for grants of aid for the farm under said program. It should be borne in mind that item (4) may not exceed item (1).
- (k) The signature of the applicant must be affixed and the date entered in the spaces provided.
4. Part II.-Approval of County Agricultural Conservation Association: Upon approval of the request by the County Committee, one member of the Committee and the Secretary of the County Agricultural Conservation Association must sign in the spaces provided in Part II and the date of each signature must be entered immediately to the left thereof.
5. Part III.-Receipt for Transportation and Handling Charges: Part III shall be executed by the Treasurer of the County Agricultural Conservation Association upon receipt of payment covering transportation and handling charges. If such charges are included in the cost of the material and are not to be collected directly from the producer, it will not be necessary to execute Part III.
6. Part IV.-Receipt for Grant of Aid: Part IV shall be executed by the producer upon delivery of the material to him.
7. The original Form No. ACP-64 shall be forwarded to the State Office with the original and one copy of the related Form No. ACP-65. When the Forms No. ACP-64 are returned to the County Office, any corrections made by the State Office should be noted on the copies which were retained in the County Office and one copy thereof delivered to the producer.

C. Execution of Form No. ACP-65, "Summary of Requests."

1. Prepare Form No. ACP-65 in triplicate. Different kinds of materials shall be listed on separate forms.
2. Enter in the space provided in the upper right corner the name and code numbers of the State and county.
3. Enter in the spaces provided the name of the material and the date delivery is desired.
4. In case the material is to be shipped by railroad or other common carrier -
 - (a) Enter the name and mail address of the Treasurer of the County Agricultural Conservation Association in the spaces provided for the name and address of the consignee.
 - (b) Enter in the spaces provided the name of the railroad or other common carrier which is to deliver the material and the actual point at which delivery is to be made.
5. Enter in the respective columns the following information from each Form No. ACP-64:
 - (a) The serial number of the work sheet covering the farm.
 - (b) The name and address of the producer requesting the material.
 - (c) The applicable unit (pounds, tons, etc.).
 - (d) The quantity of material requested by the producer.
6. Enter in the space provided the total quantity of material requested.
7. Upon approval by the County Committee, one member of the Committee and the Secretary of the County Agricultural Conservation Association must affix their signatures and enter the date thereof in the spaces provided.
8. The original and one copy of Form No. ACP-65 shall be transmitted to the State Office. Upon approval of the requests by the State Office, the copy will be returned to the County Office.

D. Execution of Form No. ACP-67, "Receiving and Inspection Report."

1. Upon receipt of material by railroad or other common carrier, Form No. ACP-67 shall be prepared in quadruplicate.
2. Enter in the space provided in the upper right corner the name and code numbers of the State and county.
3. Enter in the space provided the request for shipment number from Form(s) No. ACP-65.
4. Fill out the remainder of Form No. ACP-67, including "Report of Loss, Damage, Shortage, Etc.", with the assistance of the local freight agent if necessary.
5. The signature of the designated consignee shall be affixed and the date entered in the spaces provided.
6. The original and two copies of Form No. ACP-67 shall be forwarded to the State Office and the other copy retained in the county office files.

SECTION II. STATE OFFICE PROCEDURE

A. The State Office shall carefully check Forms No. ACP-64 and ACP-65 and make any necessary corrections thereon.

B. If the material is to be shipped by railroad or other common carrier--

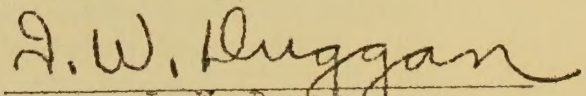
1. The producer's eligibility to receive the material shall be determined, insofar as possible, prior to approval of his request. Any producer's request may be reduced by drawing a line through the amount requested on Form No. ACP-64 and entering the approved amount in the column headed "Notations". The corresponding entry and the total on Form No. ACP-65 shall also be corrected.

2. Form No. ACP-66 "Request for Shipment," shall be executed in quadruplicate upon approval of Form(s) No. ACP-65.

(a) Enter in the spaces provided on the related Forms No. ACP-64 and ACP-65 the number appearing in the upper right corner of Form No. ACP-66.

(b) Enter in the space provided in the upper right corner the name and code numbers of the State and county.

- (c) Enter in the space provided the date delivery is desired.
 - (d) Enter the word "Southern" in the space provided for the name of the Division.
 - (e) Enter the following information from the related Form(s) No. ACP-65:
 - (1) Name of the county.
 - (2) Name of the designated consignee.
 - (3) Mail address of the consignee.
 - (4) Name of the railroad or other common carrier which will make delivery.
 - (5) Actual point of delivery.
 - (6) The name of the material in the space provided for "Complete Description of Material", the total amount in the space provided for "Quantity", and the applicable unit (pounds, tons, etc.) in the space provided for "Unit".
 - (f) The signature of the person authorized to approve such requests for the State Office shall be affixed and the name of the State and the date of approval entered in the spaces provided.
3. The original and orange copy of Form No. ACP-66 shall be forwarded to the Southern Division, Agricultural Adjustment Administration, Washington, D. C., the pink copy retained in the State office, and the yellow copy forwarded to the County Office.
- C. After the Forms No. ACP-64 and ACP-65 have been checked in the State Office, the copy of Form No. ACP-65 and the originals of the supporting Forms No. ACP-64 shall be returned to the County Office.
- D. Upon receipt of the original and two copies of Form No. ACP-67 from the County Office, the State Office shall immediately forward the original and one copy to the Southern Division, Agricultural Adjustment Administration, Washington, D.C., and retain the other copy in its files. Until the original and one copy of Form No. ACP-67 are received in the Southern Division, payment to the person or company who furnished the grant of aid material cannot be approved.
- E. Shipping instructions in connection with each material furnished as a grant of aid will be issued on the basis of approved bids.


I. W. Duggan
Director, Southern Division.

1. The first of the following is the name of the person who is the author of the work.

2. The second of the following is the name of the person who is the publisher of the work.

3. The third of the following is the name of the person who is the printer of the work.

4. The fourth of the following is the name of the person who is the binder of the work.

5. The fifth of the following is the name of the person who is the distributor of the work.

6. The sixth of the following is the name of the person who is the agent of the work.

7. The seventh of the following is the name of the person who is the owner of the work.

8. The eighth of the following is the name of the person who is the possessor of the work.

9. The ninth of the following is the name of the person who is the user of the work.

10. The tenth of the following is the name of the person who is the borrower of the work.

11. The eleventh of the following is the name of the person who is the lender of the work.

12. The twelfth of the following is the name of the person who is the donor of the work.

13. The thirteenth of the following is the name of the person who is the recipient of the work.

14. The fourteenth of the following is the name of the person who is the transferee of the work.

W. B. Smith
Secretary

Issued March 7, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

PROCEDURE FOR OBTAINING MATERIALS AS GRANTS OF AID UNDER THE 1940
AGRICULTURAL CONSERVATION PROGRAM

The last paragraph beginning on page 1 of SRM-413 is hereby amended to read as follows:

"(b) That the deduction for the total quantity of all materials requested by all persons on the farm will not exceed -

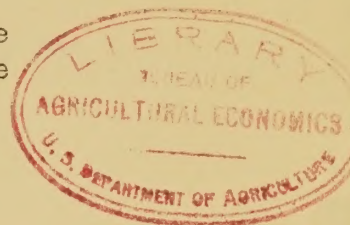
IN AREA B - the maximum soil-building assistance for the farm, and also will not exceed the applicable one of the following:

- (1) For farms having a maximum total payment of less than \$140.00, the deduction may not exceed 90 percent of the total payment.
- (2) For farms having a maximum total payment between \$140.00 and \$158.00, the deduction may not exceed \$126.00.
- (3) For farms having a maximum total payment in excess of \$158.00, the deduction may not exceed 80 percent of the total payment.

IN AREA A - the larger of (1) the maximum soil-building assistance for the farm, or (2) the maximum soil-building assistance plus the payment computed in connection with general crops but not to exceed 70 percent of the maximum total payment computed for the farm, and also will not exceed the applicable one of the following:

- (1) For farms having a maximum total payment of less than \$140.00, the deduction may not exceed 90 percent of the total payment.
- (2) For farms having a maximum total payment between \$140.00 and \$158.00, the deduction may not exceed \$126.00.
- (3) For farms having a maximum total payment in excess of \$158.00, the deduction may not exceed 80 percent of the total payment.

(Note: The maximum soil-building assistance shall include any amount of increase necessary to bring the maximum total payment for the farm up to \$20.00, but neither the maximum



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soil-building assistance nor the maximum total payment for the farm shall include the additional \$30.00 of assistance which is available for planting forest trees nor the increase in small payments. For purposes of computing the maximum soil-building assistance and the maximum total payment for the farm under this procedure, the present rates of payment and deduction shall be used throughout 1940 even if they are hereafter increased or decreased by 10 percent.)"

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

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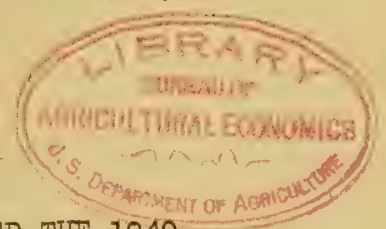
SRM-413

Southern Region Miscellaneous Series
Amendment No. 2

Issued July 5, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION



PROCEDURE FOR OBTAINING MATERIALS AS GRANT OF AID UNDER THE 1940
AGRICULTURAL CONSERVATION PROGRAM

SRM-413 is hereby amended as follows:

I

Item 6, paragraph A, Section I (page 4) is amended by the addition of the following:

"In cases of 'farm-yard' delivery of materials, Section IV may be signed by the producer or for the producer by a person authorized in writing by him to receive the material in his absence. The person so authorized should be a member of the producer's family or some other person who will be on the farm when delivery is effected. The authorization should be substantially as follows: 'I hereby authorize

_____ to acknowledge

(Name)

receipt of the materials described in Section IV of Form ACP-64 by signing said form on my behalf and as my agent.' The authorization may be typed in the space provided for 'Description of Practice' in Part I of the applicable Form ACP-64 or it may be a separate statement signed by the producer. In the latter case signed copies of the statement must be attached to the original and the county office copy of Form ACP-64.

II

The instructions set forth in SRM-413 are amended by the addition of the following supplemental instructions with respect to Austrian winter peas furnished as a grant of aid.

A. County Office Instructions

1. The procedure for handling other grants of aid will be applicable to Austrian winter peas except that:
 - (a) Where desirable the county committee may request that Austrian winter peas be consigned to the county prior to the receipt in the county office of executed Forms ACP-64 therefor. In such a case, the committee must submit with their request evi-

dence that receipt of Forms ACP-64 sufficient to cover the request may reasonably be expected by the county office prior to the end of the planting season. Where such a request is made the county office shall submit with the order all applicable Forms ACP-64 and a Form ACP-65 and if the request is granted, the county office shall submit weekly thereafter the executed Forms ACP-64 received during the week and a Form ACP-65 therefor.

- (b) Any differential in shipping expense due to an order for a car of less than a minimum carload, and any charge for stop-over privilege (\$6.93 for each stop-over), will be deducted from the 70¢ per cwt. credit given the county association for handling the grant of aid. Where the Austrian winter peas are for two or more counties and a stop-over privilege is involved, the added cost due to the stop-over(s) will be prorated between the county associations on the basis of the Austrian winter peas to be delivered to each association. Any county association expenses incurred in connection with the handling, storing or delivery of Austrian winter peas as a grant of aid will be vouchered and reported on Form ACP-9 in the usual manner as any other county association expenses and will be classified as expenses chargeable to the agricultural conservation program.

B. State Office Instructions

1. The procedure for handling other grants of aid will be applicable to Austrian winter peas except that:

- (a) The original of Form ACP-66 shall be forwarded to Mr. N. C. Donaldson, Executive Assistant, Agricultural Adjustment Administration, Corvallis, Oregon, except that Request for Shipment, Forms ACP-66, which specify stopovers involving two or more delivery carriers, should be forwarded to the Washington office for special treatment. The distribution of the other copies of Form ACP-66 shall be the same as for other grants of aid. The orange copy of Form ACP-66 should be forwarded to the Washington office immediately.

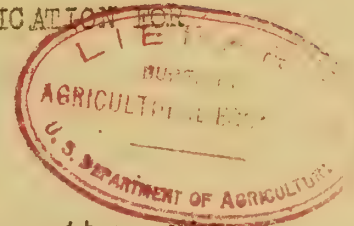
Before approving a request that a county be consigned Austrian winter peas prior to the filing of Forms ACP-64, it should be determined that the county committee has submitted reasonable evidence that sufficient Forms ACP-64 will be filed to cover the amount requested.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

INSTRUCTIONS FOR FILLING OUT FORM ACP-111-(SR), "APPLICATION FOR
1940 PARITY PAYMENT"

I. - GENERAL

Application for a parity payment with respect to cotton, rice, or wheat will be made on Form ACP-111 (SR), "Application for 1940 Parity Payment", (hereinafter referred to as form 111 or application) by any interested producer (landlord, tenant, or sharecropper) with respect to any farm provided:

- (1) An acreage allotment has been established for such crop under the 1940 Agricultural Conservation Program;
- (2) The acreage planted to such crop for harvest in 1940 is not in excess of the respective acreage allotment;
- (3) It is being operated in 1940; and
- (4) The county committee finds that the sum of the acreages of cotton, rice, tobacco, and wheat does not exceed the sum of the allotments (or permitted acreage, where applicable, in the case of wheat) for such crops under the 1940 Agricultural Conservation Program;

except that if a person is interested in two or more farms and the sum of his acreage shares of cotton, rice, tobacco, and wheat on all farms in which he has an interest as landlord, tenant, or sharecropper in the county exceeds the sum of his shares of the allotments (or permitted acreages, where applicable, in the case of wheat) for such crops on such farms, no payment may be made to him in the county (See 1940 General Letter No. 4 for instructions on the exclusion of wheat in certain instances where the person is interested in two or more farms, and also for a definition of "permitted acreage" of wheat on non-wheat allotment farms.)

Application with respect to wheat may be made prior to the determination of performance with respect to other crops. The applicant will agree by signing the application to refund the payment if the performance requirements set out above are not met. Before an

application may be made with respect to cotton or rice for a farm, it must be determined that the performance on the farm meets the requirements set out in item (4) above.

In cases where a producer shares as landlord, tenant, or sharecropper in wheat, (unless excluded as provided in 1940 General Letter No. 4) cotton, tobacco, or rice on a farm in the county where the acreage of the crop exceeds the respective allotment, and it cannot be definitely determined by a visual inspection of forms in the county office for the farms in which he is interested in the county that the sum of his shares of the planted acreages of these crops on all such farms does not exceed the sum of his shares of the acreage allotments (or permitted acreages, where applicable in the case of wheat) for these crops, a Form SRM-415, "Summary of Producer's Performance - 1940 Parity Payment Program" shall be prepared for the producer.

A form 111 shall in all cases cover the area of land considered as a farm under the 1940 Agricultural Conservation Program and which is included under a single Farm Work Sheet, Form SR-301 (hereinafter referred to as work sheet). No application shall be executed for a farm which is not being operated in 1940. No application with respect to wheat shall be executed for a non-wheat allotment farm. No application with respect to rice shall be executed for a farm on which no rice is planted in 1940.

The entries to be made in the county office and by the applicants have been indicated by dotted lines. All other entries will be made in the State office.

All acreages, including the division of crop acreages among interested persons, shall be expressed to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped and hundredths amounting to more than five shall be considered a whole tenth.

Any correction in the data which has been entered should be made by drawing a light line through the original entry and entering the correct data immediately above or beside the original entry. Any such correction should be initialed by the committeeman whose signature appears in Section III. If such committeeman is not available to initial the correction, such correction may be initialed by another member of the county committee, provided the committeeman who initials such correction also affixes his signature in Section III above the original signature.

Forms 111 should be filled out with a typewriter where practicable. If a typewriter is not used data must be entered with an indelible pencil, and care taken to see that entries are clearly legible on all copies of the form. All four copies of the application shall be filed with the secretary of the county agricultural conservation association (hereinafter referred to as association secretary) of the county in which the farm is located.

If there are more than eight interested persons, use section II as a continuation sheet. Each such form III so used shall have the notation "Continuation Sheet" inserted at the top, shall be properly identified by entering the State and county code, farm serial number and the name of the county, and shall be securely attached to the first form III. Sections I and III of the continuation sheet(s) need not be executed.

Where application is made with respect to two or more crops on a farm, a separate form III shall be used for each such crop.

II. - EXECUTION OF FORM III

A. Heading.

Enter in the spaces provided the name of the crop (cotton, rice or wheat) with respect to which application is being made; the State and county code and farm serial number; and the name of the county.

Do not enter the transmittal number.

B. Section I. Basic Data.

The instructions for entering the acreages planted, the 1940 acreage allotments and the normal yields per acre of cotton and rice will be issued as an amendment to these instructions. Where the application is for the wheat parity payment -

- (1) Enter in item 1 the total acreage planted to wheat on the farm for harvest in 1940, from column C, section III, Form SRM-404, "Report of 1940 Wheat Acreage". If no wheat was planted on the farm for harvest in 1940 but the county committee determines that the farm is nevertheless being operated in 1940, enter "0" or the word "None" in item 1.
- (2) Enter in item 2 the wheat allotment from column 19, Form SR-404G, "Listing Sheet for all 1940 Farm Acreage Allotments and Normal Yields". If the wheat allotment has not been entered on Form SR-404G, it may be taken from column 10, Form SR-404W, "County Listing Sheet for Wheat". In the latter event, care must be taken to see that the acreage allotment has been corrected for reconstitution of farms, where applicable. It should be borne in mind that if wheat was not planted on the farm for harvest in 1937, 1938 or 1939 (Group II Farms) and the acreage of wheat planted for harvest in 1940 is less than the wheat allotment, the allotment must be reduced to an acreage equal to the acreage planted for harvest in 1940.

- (3) Enter in item 3 the approved wheat yield from column 20, Form SR-404G. If the wheat yield has not been entered on the Form SR-404G, it may be obtained from column 12, Form SR-404W. In the latter event, care must be taken to see that the yield has been corrected for reconstitution of farms, where applicable.

Make no entries in items 4 and 5.

C. Section II. Representations and Application for Payment

Each applicant should familiarize himself with the provisions of section II, since it contains the representations upon which he is basing his claim for payment.

Type or print in the spaces provided the names and regular mail addresses of all persons who as landlords, tenants, and sharecroppers are entitled as of the time of harvest to share in the proceeds (other than a fixed commodity payment) of the crop planted on the farm for harvest in 1940. The name of each producer should be in the form in which such producer usually signs business documents except that where the producer is a married woman her full christian name, additional initials, if any, and surname must be entered instead of her husband's name preceded by "Mrs.". The name of the operator of the farm should be entered on the first line.

If a person who otherwise would have shared in the payment dies or becomes incompetent before form 111 is executed, the name to be entered will be the applicable one of the following:

1. If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered. (Example: "John H. Doe, executor (or administrator) of the estate of Richard Roe, deceased".)
2. If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the names of all the heirs of the decedent shall be entered unless such heirs wish to designate a trustee to execute the application for them and receive payment on their behalf. In the latter event, the name of the trustee shall be entered. (Examples: "W. R. Roe, Mary E. Roe, and Edward J. Roe, all the heirs of Richard Roe, deceased", or "W. R. Roe, trustee for the heirs of Richard Roe, deceased".)

3. If the person is incompetent, the name of his guardian (or committee) and of his estate shall be entered. (Example: "John H. Doe, guardian (or committee) of the estate of Richard Roe, incompetent".)

The determination of the share to which each producer is entitled shall be made at the time the county committee approves the application.

Instructions for entering the acreage shares of cotton and rice will be issued as an amendment to these instructions.

Enter in the spaces provided following the name of each interested person the share (expressed to the nearest tenth of an acre) of the proceeds (other than a fixed commodity payment) of the wheat planted on the farm for harvest in 1940 to which each such person is entitled as of the time of harvest. The acreage shares shall be obtained from section III, Form SRM-404 unless,

- (1) No wheat was seeded on the farm for harvest in 1940, or
- (2) The acreage which would otherwise have been seeded for harvest in 1940 was substantially reduced because of flood or drought, or
- (3) The acreage seeded for harvest in 1940 was substantially reduced by flood, hail, drought, or insects, or
- (4) A Form ACP-95, "Combination Farm Share Agreement", indicating an agreement by all producers entitled to share in the depleting crops on the farm in 1940 to a division of the wheat payment, is on file.

Under items (1), (2), and (3) above, the wheat allotment will be divided among the landlords, tenants, and sharecroppers on the farm in the proportion that the county committee determines such persons would have been entitled to share in the proceeds of the wheat crop, under the terms of the lease or operating agreement covering the farm, if the entire acreage in the wheat allotment had been planted to wheat for harvest in 1940. In case of a dispute and in the absence of proof of the terms of the lease or operating agreement covering the farm in 1940, such allotment should be divided in accordance with the terms of the customary leasing or operating agreement in the community. Under item 4 above, the applicable percentage shares shown on Form ACP-95 shall be used.

If there is only one producer unit on the farm and it is desirable to do so, the shares of the producers may be expressed in percentages rather than acreages. If percentages are used, each percent-

age should be expressed to the nearest tenth of a percent and the sum of the percentage shares must exactly equal 100. If one person is entitled to all of the wheat crop, enter the word "All" following his name.

The signature of each applicant should be affixed in the space provided on the line with his name. Where the address is entered before the producer signs the application, the correctness of the address should be verified at the time the producer signs. The signature of each applicant on form 111 or any related paper should agree with his name as typed or printed thereon. All signatures on the original form should be in ink or indelible pencil and must be in the original handwriting of the applicant or his duly authorized representative. Traced signatures, carbon impressions, and facsimile signatures on the original form are not acceptable. The provisions of ACP-16, "Instructions on Signatures and Authorizations in Connection with the Execution of Application for Payment or Related Papers under the Agricultural Conservation Programs", are hereby made a part of these instructions. It is not required that signatures be witnessed unless they are made by mark. Each signature by mark must be witnessed by one disinterested person, whose signature must be in the original and handwritten. Where a witness to a signature is required, the signature of the witness should be entered in the space provided immediately below the signature of the producer whose signature is being witnessed.

If any interested person who otherwise would share in the payment refuses to sign the application, a statement by him setting forth his reason for refusing to sign should be attached. If such statement cannot be obtained, there should be attached a statement by a county committeeman or the association secretary indicating the efforts that have been made to secure the signature and statement of such person. If for any other reason the signature of any person who otherwise would share in the payment cannot be obtained, the reason for the failure of such person to sign should be written in the space where his signature would otherwise be affixed and such entry initialed by a county committeeman who signs in section III or by the association secretary. Payment may be made later to any such producer, if, within the time limit for accepting applications, he submits a properly executed supplemental application. The notation, "Supp." should be entered in the upper right corner immediately following the serial number of the supplemental application. The basic data on the supplemental application must be identical with those on the original application except that it will not be necessary to include the acreage or percentage shares of any producers other than those applying for payment on the supplemental application. Such supplemental application need not be signed by any interested person whose signature was affixed to the original but must be signed by the association secretary and a member of the county committee.

D. Section III. Certificate of County Committee.

After all necessary data have been entered and thoroughly checked and the signatures of applicants affixed, the application shall be turned over to the county committee for

consideration. The committee shall carefully examine the application and other data for the farm to determine if the farm covered thereby is in performance. The committee shall likewise carefully examine related data for other farms to determine if each applicant is eligible for payment.

If the committee finds that an applicant is not eligible to receive payment because the sum of his acreage shares of wheat, (unless excluded as provided in 1940 General Letter No. 4) cotton, rice, and tobacco on all farms in which he is interested in the county are in excess of the sum of his shares of the respective allotments, (or permitted acreage, where applicable, in the case of wheat) it shall insert the word "Out" following his name in the column headed "Amount" in section II. (Where this finding is made after one or more applications for the producer is transmitted to the State office, the county committee shall immediately notify the State office of this fact, and attach to such notice a copy of Form SRM-415 for the producer. If any 1940 parity payment check(s) is subsequently received for that particular producer such check(s) shall be returned to the Disbursing Office for cancellation.)

If the county committee finds that a landlord or operator who is applying for payment has for 1940 made any change in the arrangements which existed between himself and the tenants or sharecroppers on the farm in 1939 or has reduced the number of tenants or sharecroppers from the average number on the farm during the preceding three years, and such change or reduction would cause a greater proportion of the payment to be made to the landlord or operator than would have been made to him had such change or reduction not been made, and the committee disapproves such change or reduction as being unjustified within the meaning of section 5(d) of the regulations, the committee shall attach to form 111 two copies of the signed report of its findings showing the share which the landlord or operator would have received but for such change or reduction. Careful consideration should be given by the committee to any case where

- (1) An owner or operator replaces cash tenants, standing or fixed rent tenants, share tenants, or sharecroppers by wage hands or day laborers, or where the status of tenants is reduced, or
- (2) The landlord or operator makes a change in the lease or operating agreement which has the effect of increasing his share of the crops grown on the farm, thereby resulting in an increased payment for himself.

If the county committee finds that a landlord of a separately-owned tract of a farm covered by Form ACP-68, Revised,

"Request for Combination of Separately-Owned Tracts of Land into one Farm", (or Form ACP-95, where applicable) has overplanted or caused the overplanting of the cotton, rice, tobacco, or wheat acreage allotment which was or could have been established for his separately-owned tract of land included in the farm and refuses to cooperate with other producers having an interest in the farm in making equitable adjustment with respect thereto, the county committee shall attach to form lll two copies of the signed report of its findings, together with a copy of the Form ACP-68, Revised (or Form ACP-95, where applicable) which was used in combining the separately-owned tracts into one farm. The report shall set forth the acreage allotment for the crop(s) which was or could have been established for each separately-owned tract in the farm and the acreage(s) planted to the crop(s) in 1940 on each such tract.

If the county committee finds that any person has adopted any practice (including bonus renting, as described in 1940 General Letter No. 3, and the misuse of "white" marketing cards) which tends to defeat any of the purposes for which parity payments are made, it shall attach to form lll two copies of the signed report of its findings.

In the case of wheat, the county committee shall not approve an application for a farm unless it is of the opinion that such farm is being operated in 1940, as defined in 1940 General Letter No. 6, dated February 23, 1940. The committee may base its decision on the fact that the acreage of wheat planted on the farm in itself constitutes normal farming operations, as defined in the General Letter, or it may base its decision on the statement of the farm operator regarding his completed preparations and plans for farming in 1940. If it appears to the committee that normal farming operations may not be carried out on the farm in 1940, the committee shall not approve the application unless (1) such operations are in fact carried out, or (2) the committee is of the opinion that such farm is nevertheless being operated in 1940. Under condition (2) the committee must set forth the facts of the case, together with its recommendations, in a statement signed by at least two of its members and attach two copies of same to the form lll.

In the case of cotton or rice, the county committee shall not approve an application for a farm unless and until it has definitely determined that such farm is being operated in 1940. If the committee is of the opinion that the farm is being operated and yet normal farming operations are not being carried out on the farm, it must set forth the facts of the case, together with its recommendations, in a statement signed by at least two of its members and attach two copies of same to the form lll.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative or fiduciary capacity has the proper authority so to act. If the members of the county committee do not have personal knowledge that each such person has proper authority, they should require him to submit evidence of his authority. (See ACP-16, and AAA Forms 379, 380, 381 and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power of attorney on the applicable AAA form or similar form be secured for substitution unless the power of attorney now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the application when it is submitted to the State office for payment.

After the county committee approves an application it shall authorize one of its members to affix his signature on behalf of the committee in the space provided in section III. Where continuation sheets are used the approval shall be on the first form. The committeeman who signs in section III must not be a near relative of any applicant or have any sort of financial interest in the farm covered by the application. The date the committeeman signs the application shall be entered in the space provided beneath his signature.

After the application has been approved by the county committee, it shall be turned over to the association secretary for his consideration and approval. The county committee may designate one or more persons employed in the office of the association to perform the duty of approving applications for payment and related documents on behalf of the association secretary. Such designation may be made by executing in quadruplicate an authorization in writing by at least two members of the county committee and delivering the original and one copy to the State office, handing one copy to the person so designated and retaining the other copy in the association files. The authorization should be substantially in the form set out in Southern Region Bulletins 305A and 305B, except that "1940 Parity Payment Program" shall be substituted for "1939 Agricultural Conservation Program" in the body of the authorization.

III. - TRANSMITTAL OF FORM 111 TO STATE OFFICE

Before transmittal to the State office, each form should be carefully checked to determine that:

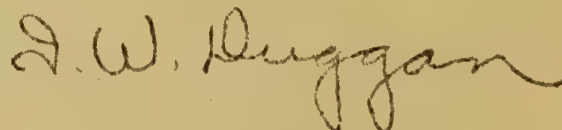
- (1) All data have been correctly entered.
- (2) Any correction has been properly initialed.

- (3) Each interested producer has signed or there is a proper explanation as to why he has not done so.
- (4) All signatures of interested producers are genuine and agree with their names as typed or printed on the application.
- (5) Any signature by mark has been properly witnessed.
- (6) A complete mail address is entered for each producer who has signed the application.
- (7) The signatures of the association secretary and a county committeeman have been affixed in the spaces provided.
- (8) The required number of copies of each applicable statement are attached to the respective form lll.
- (9) Any applicable Form AAA-372, "Producer's Request for Set-Off", filed in the county office on or before February 9, 1940, is attached.

Forms lll shall be listed on Form SR-315, "Transmittal Sheet", and submitted to the State office.

The original and all copies of forms lll, with inserted carbons intact, shall be submitted to the State office. The "County Office Copy" and "Producer's Copy" will be returned to the county office after computations have been made thereon by the State office. The "Producer's copy" shall then be delivered to the farm operator.

Forms lll suspended for corrections should be listed on Form SR-315 with regular applications when ready for resubmission to the State office rather than being listed on a separate Form SR-315.



I. W. Duggan,
Director, Southern Division.

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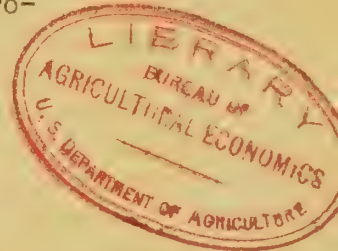
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

INSTRUCTIONS FOR FILLING OUT FORM ACP-111-(SR), "APPLICATION FOR
1940 PARITY PAYMENT"

I.- GENERAL

Application for a parity payment with respect to cotton, rice, or wheat will be made on Form ACP-111 (SR), "Application for 1940 Parity Payment," (hereinafter referred to as form 111 or application) by any interested producer (landlord, tenant, or sharecropper) with respect to any farm provided:

- (1) An acreage allotment has been established for such crop under the 1940 Agricultural Conservation Program;
- (2) The acreage planted to such crop for harvest in 1940 is not in excess of the respective acreage allotment; 1/
- (3) It is being operated in 1940;
- (4) The county committee finds that the sum of the acreages of cotton, rice, tobacco, and wheat does not exceed the sum of the allotments 1/ (or permitted acreage, where applicable, in the case of wheat) for such crops under the 1940 Agricultural Conservation Program; and,
- (5) The farm was covered by a properly executed work sheet (Form SR-101) in 1937, 1938 or 1939, or, by a properly executed work sheet (Form SR-301) within the time limit established for accepting work sheets under the 1940 Agricultural Conservation Program; (Note: A work sheet is not properly executed unless it was signed by the owner or the operator of the farm.)



except that if a person is interested in two or more farms and the sum of his acreage shares of cotton, rice, tobacco, and wheat on all farms

1/ Where an erroneous notice of an acreage allotment was issued and the producer(s) acting solely upon the information contained in the erroneous notice, seeded an acreage in excess of the correct allotment, the acreage contained in the erroneous notice shall be used in making this determination.

in which he has an interest as landlord, tenant, or sharecropper in the county exceeds the sum of his shares of the allotments (or permitted acreages, where applicable, in the case of wheat) for such crops on such farms, no payment may be made to him in the county. (See 1940 General Letter No. 4 for instructions on the exclusion of wheat in certain instances where the person is interested in two or more farms, and also for a definition of "permitted acreage" of wheat on non-wheat allotment farms.)

Application with respect to wheat may be made prior to the determination of performance with respect to other crops. The applicant will agree by signing the application to refund the payment if the performance requirements set out above are not met. Before an application may be made with respect to cotton or rice for a farm, it must be determined that the performance on the farm meets the requirements set out in item (4) above.

In cases where a producer shares as landlord, tenant, or sharecropper in wheat (unless excluded as provided in 1940 General Letter No. 4) cotton, tobacco, or rice on a farm in the county where the acreage of the crop exceeds the respective allotment 1 and it cannot be definitely determined by a visual inspection of forms in the county office for the farms in which he is interested in the county that the sum of his shares of the planted acreages of these crops on all such farms does not exceed the sum of his shares of the acreage allotments 1 (or permitted acreages, where applicable in the case of wheat) for these crops, a Form SRM-415, "Summary of Producer's Performance - 1940 Parity Payment Program" shall be prepared for the producer.

A form 111 shall in all cases cover the area of land considered as a farm under the 1940 Agricultural Conservation Program and which is included under a single Farm Work Sheet, Form SR-301 (hereinafter referred to as work sheet). No application shall be executed for a farm which is not being operated in 1940. No application with respect to wheat shall be executed for a non-wheat allotment farm. No application with respect to rice shall be executed for a farm on which no rice is planted in 1940.

The entries to be made in the county office and by the applicants have been indicated by dotted lines. All other entries will be made in the State office.

All acreages, including the division of crop acreages among interested persons, shall be expressed to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped and hundredths amounting to more than five shall be considered a whole tenth.

Any correction in the data which has been entered should be made by drawing a light line through the original entry and entering

the correct data immediately above or beside the original entry. Any such correction should be initialed by the committeeman whose signature appears in Section III. If such committeeman is not available to initial the correction, such correction may be initialed by another member of the county committee, provided the committeeman who initials such correction also affixes his signature in Section III above the original signature.

Forms 111 should be filled out with a typewriter where practicable. If a typewriter is not used, data must be entered with an indelible pencil, and care taken to see that entries are clearly legible on all copies of the form. All four copies of the application shall be filed with the secretary of the county agricultural conservation association (hereinafter referred to as association secretary) of the county in which the farm is located.

If there are more than eight interested persons, use section II as a continuation sheet. Each such form 111 so used shall have the notation "Continuation Sheet" inserted at the top, shall be properly identified by entering the State and county code, farm serial number and the name of the county, and shall be securely attached to the first form 111. Sections I and III of the continuation sheet(s) need not be executed.

Where application is made with respect to two or more crops on a farm, a separate form 111 shall be used for each such crop.

II.- EXECUTION OF FORM 111

A. Heading.

Enter in the spaces provided the name of the crop (cotton, rice or wheat) with respect to which application is being made; the State and county code and farm serial number; and the name of the county.

Do not enter the transmittal number.

B. Section I. Basic Data.

(1) Where the application is for the wheat parity payment -

- (a) Enter in item 1 the total acreage planted to wheat on the farm for harvest in 1940, from column C, section III, Form SRM-404, "Report of 1940 Wheat Acreage." If no wheat was planted on the farm for harvest in 1940 but the county committee determines that the farm is nevertheless being operated

in 1940, enter "0" or the word "None" in item 1.

- (b) Enter in item 2 the wheat allotment from column 19, Form SR-404G, "Listing Sheet for all 1940 Farm Acreage Allotments and Normal Yields." If the wheat allotment has not been entered on Form SR-404G, it may be taken from column 10, Form SR-404W, "County Listing Sheet for Wheat." In the latter event, care must be taken to see that the acreage allotment has been corrected for reconstitution of farms, where applicable. It should be borne in mind that if wheat was not planted on the farm for harvest in 1937, 1938 or 1939 (Group II farms) and the acreage of wheat planted for harvest in 1940 is less than the wheat allotment, the allotment must be reduced to an acreage equal to the acreage planted for harvest in 1940.

- (c) Enter in item 3 the approved wheat yield from column 20, Form SR-404G. If the wheat yield has not been entered on the Form SR-404G, it may be obtained from column 12, Form SR-404W. In the latter event, care must be taken to see that the yield has been corrected for reconstitution of farms, where applicable.

Make no entries in items 4 and 5.

(2) Where the application is for the cotton parity payment -

- (a) Enter in item 1 the total acreage planted to cotton on the farm for harvest in 1940, from line 2, column B, Form SR-409A (or 414A), "Application Work Sheet" (hereinafter referred to as application work sheet). If no cotton was planted on the farm for harvest in 1940 but the county committee determines that the farm is nevertheless being operated in 1940, enter "0" or the word "None" in item 1.
- (b) Enter in item 2 the cotton allotment from line 3, column B, of the application work sheet. It should be borne in mind that if cotton was not planted on the farm for

harvest in 1937, 1938 or 1939 (Group C-2 farms) and the acreage of cotton planted for harvest in 1940 is less than the cotton allotment, the allotment must be reduced to an acreage equal to the acreage planted for harvest in 1940.

- (c) Enter in item 3 the approved cotton yield from line 4, column B, of the application work sheet.

Make no entries in items 4 and 5.

- (3) Where the application is for the rice parity payment -

- (a) Enter in item 1 the total acreage planted to rice on the farm for harvest in 1940 from line 2 of the applicable column C or D of the application work sheet. If no rice was planted for harvest on the farm in 1940, the farm is not eligible for a rice parity payment and a form 111 with respect to rice should not be prepared.
- (b) Enter in item 2 the rice allotment from line 3 of the applicable column C or D of the application work sheet. It is to be borne in mind that if the acreage of rice planted on the farm for harvest in 1940 is less than the rice allotment and the farm is a Group II rice farm (that is a farm on which none of the producers participated in the production of rice in any of the years 1935 through 1939), the allotment must be reduced to the acreage planted for harvest in 1940.
- (c) Enter in item 3 the approved rice yield from line 4 of the applicable column C or D of the application work sheet.

Make no entries in items 4 and 5.

C. Section II. Representations and Application for Payment

Each applicant should familiarize himself with the provisions of Section II, since it contains the representations upon which he is basing his claim for payment.

Type or print in the spaces provided the names and regular mail addresses of all persons who as landlords, tenants, and sharecroppers are entitled as of the time of harvest to share in the proceeds (other than a fixed commodity payment) of the crop planted on the farm for harvest in 1940. The name of each producer should be in the form in which such producer usually signs business documents, except that where the producer is a married woman her full Christian name, additional initials, if any, and surname must be entered instead of her husband's name preceded by "Mrs.", unless she signs in a representative capacity, in which case her name must be shown in the same manner as it appears in the document(s) authorizing her so to act. The name of the operator of the farm should be entered on the first line.

If a person who otherwise would have shared in the payment dies or becomes incompetent before form 111 is executed, the name to be entered will be the applicable one of the following:

- (1) If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered. (Example: "John H. Doe, executor (or administrator) of the estate of Richard Roe, deceased.")
- (2) If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the names of all the heirs of the decedent shall be entered unless such heirs wish to designate a trustee to execute the application for them and receive payment on their behalf. In the latter event, the name of the trustee shall be entered. (Example: "W. R. Roe, Mary E. Roe, and Edward J. Roe, all the heirs of Richard Roe, deceased.")
- (3) If the person is incompetent, the name of his guardian (or committee) and of his estate shall be entered. (Example: "John H. Doe, guardian (or committee) of the estate of Richard Roe, incompetent.")

The determination of the share to which each producer is entitled shall be made at the time the county committee approved the application.

Where the application is for the wheat parity payment -

- (1) Enter in the spaces provided following the name of each interested person the share (expressed to the nearest tenth of an acre) of the proceeds (other

than a fixed commodity payment) of the wheat planted on the farm for harvest in 1940 to which each such person is entitled as of the time of harvest. The acreage shares shall be obtained from section III, Form SRM-404 unless,

- (a) No wheat was seeded on the farm for harvest in 1940, or
- (b) The acreage which would otherwise have been seeded for harvest in 1940 was substantially reduced because of flood or drought, or
- (c) A Form ACP-95, "Combination Farm Share Agreement," indicating an agreement by all producers entitled to share in the depleting crops on the farm in 1940 to a division of the wheat payment, is on file.

Under items (a) and (b), above, the wheat allotment will be divided among the landlords, tenants, and sharecroppers on the farm in the proportion that the county committee determines such persons would have been entitled to share in the proceeds of the wheat crop, under the terms of the lease or operating agreement covering the farm, if the entire acreage in the wheat allotment had been planted to wheat for harvest in 1940. In case of a dispute and in the absence of proof of the terms of the lease or operating agreement covering the farm in 1940, such allotment should be divided in accordance with the terms of the customary leasing or operating agreement in the community. Under item (c) above, the applicable percentage shares shown on Form ACP-95 shall be used.

If there is only one producer unit on the farm and it is desirable to do so, the shares of the producers may be expressed in percentages rather than acreages. If percentages are used, each percentage should be expressed to the nearest tenth of a percent and the sum of the percentage shares must exactly equal 100. If one person is entitled to all of the wheat crop, enter the word "All" following his name.

Where the application is for the cotton parity payment -

- (1) Enter in the spaces provided following the names of the interested persons the share to which each such person is entitled from column B of the application work sheet.

Where the application is for the rice parity payment -

- (1) Enter in the spaces provided following the names of the interested persons the share to which each such person is entitled from the applicable column C or D of the application work sheet.

If the acreage shares in the applicable column of the application work sheet have been circled and revised acreage shares entered above and the notation "flood", "hail", "drought", or "insects" has been entered in line 5 of the application work sheet, the same notation shall be entered in Section III of Form 111.

If the application work sheet for the farm does not have the notation "Form ACP-119 not required" or the notation "No increase in proportionate shares" entered in the heading thereof, a Form 119, "Number of Tenants and Sharecroppers and Proportionate Shares" (hereinafter referred to as Form 119), executed as provided in SRB-404A (or 404B), "Instructions for Executing Form SR-414A (or 409A) Application Work Sheet", hereinafter referred to as SRB-404A (or 404B) must be attached to the application work sheet and must be examined to determine if -

- (1) Any change in the relationship between the landlord or operator and his tenants or sharecroppers which results in a larger proportionate share of the crop for the landlord or operator in 1940 than in 1939, or
- (2) Any reduction in the number of tenants and sharecroppers on the farm from the average number of tenants and sharecroppers on the farm during 1937, 1938, and 1939 where such reduction in the number of tenants and sharecroppers results in the landlord or operator receiving a larger proportionate share of any crop in 1940 than the average of his proportionate shares of such crop during 1937, 1938, and 1939,

has been found by the county committee to be justified or unjustified. Where such change or reduction has been found to be unjustified a notation substantially as follows shall be entered on Form 111 below the name and address of the last producer shown thereon: "Payment for John H. Doe, landlord (or operator) should not exceed _____% of the (Name of Crop) payment for the farm." If, for the crop in question, the entire change or reduction has been found to be unjustified the percentage to be entered shall be the lesser of the entry in line 3 or the entry, if any, in line 5, of the applicable column D or F of the Form 119. If, for the crop in question, a part of the change or reduction has been found to be unjustified the percentage to be entered shall be the applicable percentage set forth in the certification of the county committee on the Form 119.

A typed copy of Form 119 shall be attached to the Form 111 -

- (1) Where the county committee has found that all or any part of the change or reduction with respect to the crop in question was not justified, and
- (2) In all other cases where the entry in line 6, column D or F for the crop in question exceeds the entry in line 3 in that column by more than 5.

The signature of each applicant should be affixed in the space provided on the line with his name. Where the address is entered before the producer signs the application, the correctness of the address should be verified at the time the producer signs. The signature of each applicant on form 111 or any related paper should agree with his name as typed or printed thereon. All signatures on the original form should be in ink or indelible pencil and must be in the original handwriting of the applicant or his duly authorized representative. Traced signatures, carbon impressions, and facsimile signatures on the original form are not acceptable. The provisions of ACP-16, "Instructions on Signatures and Authorizations in Connection with the Execution of Application for Payment or Related Papers under the Agricultural Conservation Programs," are hereby made a part of these instructions. It is not required that signatures be witnessed unless they are made by mark. Each signature by mark must be witnessed by one disinterested person, whose signature must be in the original and handwritten. Where a witness to a signature is required, the signature of the witness should be entered in the space provided immediately below the signature of the producer whose signature is being witnessed.

If any interested person who otherwise would share in the payment refuses to sign the application, a statement by him setting forth his reason for refusing to sign should be attached. If such statement cannot be obtained, there should be attached a statement by a county committeeman or the association secretary indicating the efforts that have been made to secure the signature and statement of such person. If for any other reason the signature of any person who otherwise would share in the payment cannot be obtained, the reason for the failure of such person to sign should be entered in the space where his signature would otherwise be affixed and such entry initialed by a county committeeman who signs in section III or by the association secretary. Payment may be made later to any such producer, if, within the time limit for accepting applications, he submits a properly executed supplemental application. The notation, "Supp." should be entered in the upper right corner immediately following the serial number of the supplemental application. The basic data on the supplemental application must be identical with those on the original application, except that it will not be necessary to include the acreage or percentage shares of any producers other than those applying for payment on the supplemental application. Such supplemental application need not be signed by any interested person whose signature was affixed to the original but must be signed by the association secretary and a member of the county committee.

D. Section III. Certificate of County Committee

After all necessary data have been entered and thoroughly checked and the signatures of applicants affixed, the application shall be turned over to the county committee for consideration. The committee shall carefully examine the application and other data

for the farm to determine if the farm covered thereby is in performance. The committee shall likewise carefully examine related data for other farms to determine if each applicant is eligible for payment.

If the committee finds that an applicant is not eligible to receive payment because the sum of his acreage shares of wheat (unless excluded as provided in 1940 General Letter No. 4), cotton, rice, and tobacco on all farms in which he is interested in the county are in excess of the sum of his shares of the respective allotments (or permitted acreage, where applicable, in the case of wheat) it shall insert the word "Out" following his name in the column headed "Amount" in section II. (Where this finding is made after one or more applications for the producer is transmitted to the State office, the county committee shall immediately notify the State office of this fact, and attach to such notice a copy of Form SRM-415 for the producer. If any 1940 parity payment check(s) is subsequently received for that producer, such check(s) shall be returned to the Disbursing Office for cancellation.)

If the county committee finds that a landlord of a separately-owned tract of a farm covered by Form ACP-68, Revised, "Request for Combination of Separately-Owned Tracts of Land into one Farm," (or Form ACP-95, where applicable) has overplanted or caused the overplanting of the cotton, rice, tobacco, or wheat acreage allotment which was or could have been established for his separately-owned tract of land included in the farm and refuses to cooperate with other producers having an interest in the farm in making equitable adjustment with respect thereto, the county committee shall attach to form 111 two copies of the signed report of its findings, together with a copy of the Form ACP-68, Revised (or Form ACP-95, where applicable) which was used in combining the separately owned tracts into one farm. The report shall set forth the acreage allotment for the crop(s) which was or could have been established for each separately-owned tract in the farm and the acreage(s) planted to the crop(s) in 1940 on each such tract.

If the county committee finds that any person has adopted any practice (including bonus renting, as described in 1940 General Letter No. 3, any of the practices described in 1940 General Letter No. 8 and supplement 1 thereto, and the misuse of a marketing card or the failure to file a report required under the regulations pertaining to cotton marketing quotas as provided in supplement 2 to 1939 General Letter No. 20) which tends to defeat any of the purposes for which parity payments are made, it shall attach to form 111 two copies of the signed report of its findings.

In the case of wheat, the county committee shall not approve an application for a farm unless it is of the opinion that such farm is being operated in 1940, as defined in 1940 General Letter No. 6, dated February 23, 1940. The committee may base its decision on the fact that the acreage of wheat planted on the farm in itself constitutes normal farming operations, as defined in the General Letter, or it may base its decision on the statement of the farm operator regarding his completed preparations and plans for farming in 1940. If it appears to the committee that normal farming operations may not be carried out on the farm in 1940, the committee shall not approve the application unless (1) such operations are in fact carried out, or (2) the committee is of the opinion that such farm is nevertheless being operated in 1940. Under condition (2) the committee must set forth the facts of the case, together with its recommendations, in a statement signed by at least two of its members and attach two copies of same to the form lll.

In the case of cotton or rice, the county committee shall not approve an application for a farm unless and until it has definitely determined that such farm is being operated in 1940. If the committee is of the opinion that the farm is being operated and yet normal farming operations are not carried out on the farm in 1940, the facts of the case, together with the recommendations of the county committee must be set forth in a statement signed by at least two members of the committee and two copies of the statement must be attached to the form lll.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative or fiduciary capacity has the proper authority so to act. If the members of the county committee do not have personal knowledge that each such person has proper authority, they should require him to submit evidence of his authority. (See ACP-16, and AAA Forms 379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power of attorney on the applicable AAA form or similar form be secured for substitution unless the power of attorney now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the application when it is submitted to the State office for payment.

If the county committee finds that the producers planted on the farm an acreage in excess of the acreage allotment for the crop with respect to which application for parity payment is being made due solely to the issuance of an erroneous notice of the acreage allotment, the committee shall attach to the application two copies of a statement with respect to the erroneous notice prepared in accordance with instructions set forth in SRB-404A (or 404B).

If the application is for the cotton parity payment for a farm on which the total acreage planted to cotton in 1940 is less than 80 percent of the cotton acreage allotment for any reason other than flood, hail, drought, or insects, and the acreage shares of the interested producers shown on the application are those to which the producers would have been entitled had the entire acreage in the cotton acreage allotment been planted in 1940 and all the producers have not signed the form 111, the county committee shall attach to the form 111 a statement prepared in accordance with instructions set forth in SRB-404A (or 404B), showing each producer's share of the acreage planted to cotton in 1940 and his share of the acreage allotment. The statement must be signed by each interested producer indicating his agreement to the acreage shares shown on form 111.

After the county committee approves an application, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided in section III. Where continuation sheets are used, the approval shall be on the first form. The committeeman who signs in section III must not be a near relative of any applicant or have any sort of financial interest in the farm covered by the application. The date the committeeman signs the application shall be entered in the space provided beneath his signature.

After the application has been approved by the county committee, it shall be turned over to the association secretary for his consideration and approval. The county committee may designate one or more persons employed in the office of the association to perform the duty of approving applications for payment and related documents on behalf of the association secretary. Such designation may be made by executing in quadruplicate an authorization in writing by at least two members of the county committee and delivering the original and one copy to the State office, handing one copy to the person so designated and retaining the other copy in the association files. The authorization should be substantially in the form set out in Southern Region Bulletins 305A and 305B, except that "1940 Parity Payment Program" shall be substituted for "1939 Agricultural Conservation Program" in the body of the authorization.

III.-TRANSMITTAL OF FORM 111 TO STATE OFFICE

Before transmittal to the State office, each form should be carefully checked to determine that:

- (1) All data have been correctly entered.
- (2) Any correction has been properly initialed.
- (3) Each interested producer has signed or there is a proper explanation as to why he has not done so.

- (4) All signatures of interested producers are genuine and agree with their names as typed or printed on the application.
- (5) Any signature by mark has been properly witnessed.
- (6) A complete mail address is entered for each producer who has signed the application.
- (7) The signatures of the association secretary and a county committeeman have been affixed in the spaces provided.
- (8) The required number of copies of each applicable statement are attached to the respective form 111.
- (9) Any applicable Form AAA-372, "Producer's Request for Set-Off," filed in the county office on or before February 3, 1940, is attached.

Forms 111 shall be listed on Form SR-315, "Transmittal Sheet," and submitted to the State office.

The original and all copies of forms 111, with inserted carbons intact, shall be submitted to the State office. The "County Office Copy" and "Producer's Copy" will be returned to the county office after computations have been made thereon by the State office. The "Producer's Copy" shall then be delivered to the farm operator.

Forms 111 suspended for corrections should be listed on Form SR-315 with regular applications when ready for resubmission to the State office rather than being listed on a separate Form SR-315.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

Issued June 25, 1940.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

INSTRUCTIONS FOR FILLING OUT FORM ACP-111(SR), "APPLICATION FOR
1940 PARITY PAYMENT"

1. The last paragraph on page 8 of SRM-414 (Revised) is amended to read as follows:

"A typed copy of Form 119 shall be attached to Form 111 -

- (1) Where the county committee has found that all or any part of the change or reduction with respect to the crop in question was not justified, and
- (2) In all other cases where the entry in line 6, Column D or F for the crop in question exceeds the entry in line 3 or the entry in line 5, if any, in that column by more than 5, unless the word 'Total' has been entered in the space for a fourth crop on the Form 119 and the entry in line 6, column D or F, for such total does not exceed the entry in line 3 or the entry in line 5, if any, in that column."

I. W. Duggan

I. W. Duggan,
Director, Southern Division.



